

Minutes of the
Board of Trustees meeting
Ilsley Public Library
Tuesday, August 10, 2010

Peg Martin called the meeting to order at 6:30 p.m.

Present: Peg Martin, Chris Watters, and David Andrews

Also present: David Clark

Secretary's Report: The minutes of the June 15, 2010 meeting were accepted as presented.

Treasurer's Report: David A. presented a report covering March 26-June 30, 2010. The value of funds on 6/30/2010 was \$33,921.08. Income from money market interest during the period was \$0.13.

Monthly financial statement: David C. presented a statement covering the 2009-2010 fiscal year just completed. Revenues were 90% of projected. Expenditures were 94% of projected with a remaining balance of \$21,897. David anticipated that the town would use this money for the septic repairs and the dry sprinkler system repair coming up.

Peg asked how we could get a better handle on our over-all spending so that the end-of-the-year would not be such a cliff-hanger. The town does not use accrual accounting and the library does not have the staff time to keep its own records of orders. David said that if we could order the bulk of our budget by May 1, then any outstanding bills could arrive in the final two months, giving us an early heads up on where we stand.

The July financial statement had not been received.

Friends of Ilsley Public Library: David said that Joe Colangelo asked if we could ask the Friends at their September board meeting to consider contributing about \$3,000 to the library's operating budget next year. This would represent a 3% increase in the materials budget.

The board unanimously declined this request on the basis that it did not meet the Friends' goals which focus on enhancing services in ways not covered by the town budget.

Librarian's Report The proposed operating budget for FY2012 is due to Joe September 23.

The recommendation by SimplexGrinnell to upgrade the alarm panel prompted a suggestion to contact Jack Watts (Cornwall) or Rick Cole, Middlebury Fire Chief, about advice as to what to do with the alarm panel.

The gutters on the roof were also discussed. David was asked to get an assessment of their condition.

David distributed three scenarios developed by the Economic Development committee looking into options for the land behind the library. This committee will hold a public meeting this fall. The scenarios discussed this far all allow room for an eventual expansion of this building.

Old Business

a. furnace contract The board reviewed three proposals to oversee the building's heating system. Proposals were received from McIntyre's, JW Ryan, and Honeywell (Champlain Valley chose not to respond to an inquiry). The difficulty of evaluating such different proposals (McIntyre's and Ryan offered an hourly rate of cleaning the boiler and Honeywell offered an inclusive package) was noted. The board decided to ask JW Ryan's of Vergennes to oversee the heating system based on what they understood Ryan's could offer, their rates, their ability to

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respond to crisis and the speed of their response time, and that the firm has had experience with buildings larger than residences.

The board asked David to request further information from Ryan's: what is and is not included in their semi-annual cleaning? What are their rates outside normal hours? What is the markup for parts?

The board will assess the services of Ryan after a year.

David remembered that a building assessment had been done several years ago. He would dig it out and forward it to the board members.

New Business

a. David discussed sending to the members of the 2006 long range planning committee a letter to update them on what the library is doing. Peg asked what David would like to highlight in the future and he responded that, in his view, the two main areas for the library were in helping people with consumer technology and in promoting reading.

b. operating budget for FY 2012 – discussed briefly. David will present his suggestions at the September board meeting

c. capital budget for FY 2012 – projects discussed included interior painting, replacement of carpet, gutter repair, windows, and an over-all building assessment

Statistics Received for the last fiscal year. David presented a chart with statistical highlights going back to FY2003.

Business for the next agenda the FY2012 operating budget, the building's physical assessment.

The next meeting will be held **Tuesday, September 14** at 6:30 p.m. This is a week earlier in recognition that the proposed operating budget for FY 2012 is due September 23 and will give David time to submit it.

The meeting adjourned at 8:40 p.m.

Respectfully submitted,

David Clark
Recording secretary